

Safety Performance Measures Policy

This policy communicates a set of safety related performance objectives, measures and expectations to the Group Leaders, Department Managers and Program Directors of the Ames Laboratory.

Comments and questions regarding this policy should be directed to the contact person listed below:

Name: Tom E. Wessels, Manager
Environment, Safety, Health and Assurance
Address: G40 TASF
Telephone: 294-4965

Sign-off Record:

Approved by: Tom E. Wessels Date: 4/13/01
Environment, Safety, Health & Assurance

Approved by: Mark Murphy Date: 4/13/01
Chief Operations Officer

Approved by: David Hoffman / B. Harmon Date: 4/13/01
Science and Technology Division Director

Approved by: Bruce Harmon Date: 4/13/01
Deputy Director

Approved by: Jim Baxton Date: 4/13/01
Laboratory Director

Ames Laboratory	Policy:	10200.007
Office: Environment, Safety, Health & Assurance	Revision:	1
Title: Safety Performance Measures Policy	Effective Date:	4/16/01
Page: 2 of 4	Review Date:	4/16/04

1.0 Revision/Review Log

This document will be reviewed once every three years as a minimum.

<u>Revision Number</u>	<u>Effective Date</u>	<u>Contact Person</u>	<u>Pages Affected</u>	<u>Description of Revision</u>
0	5/1/99	T. E. Wessels	All	New document
1	4/16/01	T. E. Wessels	All	G:\Docs&Rec\DCP\Revision Description\Policy 10200.007 rev 1 revdesc

2.0 Purpose and Scope

2.1 Purpose

This policy communicates a set of safety related performance objectives, measures and expectations to the Group Leaders, Department Managers and Program Directors of the Ames Laboratory. This policy is designed to support the Environment, Safety and Health performance objectives in the DOE contract for operation of Ames Laboratory.

2.2 Scope

This policy applies to all Group Leaders, Department Managers and Program Directors of the Ames Laboratory.

3.0 Prerequisite Actions and Requirements

3.1 Definitions

Objective: Statement of desired end results for an organization.

Measure: Quantitative or qualitative method or characteristic for describing performance that, when satisfied, indicate successful achievement of an objective.

Expectation: Quantitative or qualitative conditions or target levels used to evaluate performance for each measure.

Ames Laboratory	Policy:	10200.007
Office: Environment, Safety, Health & Assurance	Revision:	1
Title: Safety Performance Measures Policy	Effective Date:	4/16/01
Page: 3 of 4	Review Date:	4/16/04

4.0 Ames Laboratory Safety Performance Measures Policy

All Ames Laboratory employees have responsibilities to complete required training, review new and existing work activities and correct identified safety deficiencies. Group Leaders, Department Managers and Program Directors have additional responsibilities to ensure safety performance described by the following performance objectives, measures, and expectations.

4.1 Training

Training Objective: Group Leaders, Department Managers and Program Directors shall ensure that employees receive safety related training for assigned duties including General Employee Training (GET), Emergency Awareness, other mandatory training modules and shall complete a Training Needs Questionnaire (TNQ).

Training Measure: Percent of employees who have completed General Employee Training (GET), Emergency Awareness, other mandatory training modules and a Training Needs Questionnaire (TNQ).

Training Expectation: All employees must complete General Employee Training (GET), Emergency Awareness, other mandatory training modules and Training Needs Questionnaire (TNQ). Performance Levels are: >95% = Outstanding; >=90% = Excellent; >=85% = Good; <85% = Marginal

4.2 Definition and Review of Work Activities

Activities Objective: Group Leaders, Department Managers and Program Directors shall ensure that work has been defined and activities are reviewed according to the procedures for Readiness Review.

Activities Measure: Percent of Activities with current Reviews.

Activities Expectation: All work must be performed within defined and reviewed activities. Performance Levels are: >95% = Outstanding; >=90% = Excellent; >=85% = Good; <85% = Marginal.

4.3 Close-out of Safety Deficiencies

Deficiencies Objective: Group Leaders, Department Managers and Program Directors shall ensure that deficiencies are closed-out within assigned time periods.

Deficiencies Measure: Percent of safety deficiencies closed-out within assigned time periods.

Deficiencies Expectation: All safety deficiencies must be closed-out within assigned time periods. Performance Levels are: >95% = Outstanding; >=90% = Excellent; >=85% = Good; <85% = Marginal.

Ames Laboratory	Policy:	10200.007
Office: Environment, Safety, Health & Assurance	Revision:	1
Title: Safety Performance Measures Policy	Effective Date:	4/16/01
Page: 4 of 4	Review Date:	4/16/04

5.0 Post Performance

Supervisors of Group Leaders, Department Managers and Program Directors will review performance of these objectives, measures and expectations during the Annual Performance Review Process. ESH&A will provide information related to these measures on an annual basis.